



Job Announcement

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Opening Date:	January 30, 2015	Closing Date:	February 13, 2015
Job Title:	Jury Clerk I/II	Position Type:	Regular Full Time
PIN:	059890	FLSA Status:	Non-Exempt
Location:	Circuit Court for Baltimore City Baltimore, Maryland	Grade/Entry Salary:	Level I - J05 \$28,973 - \$34,289 Level II - J06 \$30,761 - \$36,447 (Depending on Qualifications)
Financial Disclosure:	No		

Essential functions: Assists the Jury Supervisor and the Jury Commissioner with the day to day functions of the Jury Division. Screens qualification forms and determines if potential jurors are qualified for service. Determines, based upon a review of each individual record, if a show cause order for failure to appear should be prepared; prepares show cause orders. If needed, testifies in court as to the circumstances of their decision on these matters. Signs in and disburses monies to jurors. Monitors the daily housing of jurors, escorts and retrieves jurors to court, issues appearance slips and prepares utilization reports. Performs data entry of pertinent information. Provides information to jurors in person and via telephone. Performs other duties as assigned.

Education: High school diploma or GED.

Experience: Level I - One year of related experience.
Level II - Experience above, plus one year of court experience.

Note: Applicants may substitute education at an accredited college or university for the required experience at the rate of 30 semester credit hours for each year of experience.

Skills/Abilities: Ability to communicate in a patient and tactful manner and to effectively convey directions, instructions, and information to the public. Ability to review comments and notations and record essential information. Ability to review and interpret documents. Ability to apply policies, procedures, rules, regulations, and laws as required. Ability to operate a personal computer and type 35 wpm with no more than 10 errors as demonstrated by successful completion of a typing or alphanumeric data entry test. Ability to perform all essential functions of the position.

All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted).

Materials must be received in the Human Resources office at the address below by 4:30 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for materials sent to any other address.

Circuit Court for Baltimore City
Room 446 Courthouse East
111 North Calvert Street
Baltimore, MD 21202
Attn: Human Resources

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check and is required to submit a completed Maryland Judiciary employment application. Employees must be United States citizens or eligible to work in the United States.